



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #06-50

Grade: Specialist Band FLSA: Exempt
Salary: \$91,407 - \$118,828 per Annum
(Includes Locality Pay)
Position: One Located in Arlington, VA
Relocation Expenses Will Not Be Paid
Open: 04/19/06 Close: 05/3/06

Contract and Procurement Specialist

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified applicant to fill our Contract and Procurement Specialist position located in Arlington, VA. Applicant serves as the authoritative resource for the agency in the areas of contracting and procurement. As an expert technical authority incumbent will be responsible for the contract and procurement program. Incumbent will also have responsibilities that involve solving significant problems complicated by interfaces and inter-relationships between and among programs, systems, functions, policies and numerous critical issues. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

MINIMUM QUALIFICATIONS

- Bachelors degree from an accredited college or university, or 7 years of related professional experience, or a combination of education and experience

EVALUATION FACTORS

- Knowledge of the principles of acquisition planning sufficient to develop and implement a plan to procure a multiyear program or system involving successive program stages
- Knowledge of price/cost analysis techniques, such as learning curve analysis and cost estimating relationships, sufficient to evaluate contractor proposals and prepare a pre-negotiation position
- Knowledge of contract administration and termination techniques sufficient to administer and close out contracts.
- Skill in negotiation techniques to conduct contract negotiations and to meet and deal with high-level business, industry, scientific, and/or Government officials
- Ability to communicate effectively both orally and in writing

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card
- May require up to 50 percent travel

TO BE CONSIDERED, APPLICANTS MUST SUBMIT:

- Any of the following forms: OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; must meet the core and specialized competencies for the position
- A separate, written narrative that describes specific experience (tasks and accomplishments) for each Evaluation Factor (limited to one page per factor)

NOTE:

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources – 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**



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BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS:

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

WHY APPLY WITH THE POSTAL SERVICE OIG?

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **Convenient Parking! Near Metro!**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women**

Job Line Number:

1-888-OIG-HIRO

1-888-644-4470

DC Relay Service:

202-855-1234 (TTY)

Or Visit our website:

www.uspsoig.gov

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